

IC STAFF

## Routing Slip

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| REGISTRY   |        |            |      |
| DDCI   |        |            |      |
| SUSPENSE: _____  |        | Date _____ |      |
| REMARKS: C/AS: Pls remind Cuttee<br>Chair/Office Directors at next<br>ICS staff meeting. |        |            |      |

12/6

LOGGED

11 DEC 1985

ADMINISTRATIVE INTERNAL - USE ONLY

5 December 1985

MEMORANDUM FOR: Chairman, National Intelligence Council  
General Counsel  
Inspector General  
Director, Office of Legislative Liaison  
Director, Public Affairs Office  
✓Chairman, Intelligence Community Staff  
Director, National Intelligence Emergency Support Office

FROM: George V. Lauder  
Chairman, "E" Career Service

SUBJECT: Candidates for Secretary of the Year Awards

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REFERENCE: [redacted] 18 Nov 85 (copy attached)

1. As you may remember, last year candidates from the E Career Service for the Secretary of the Year Award were initially rather sparse. I would like to avoid such a situation occurring again this year. We have a large number of outstanding, dedicated secretaries within our career service, and they should be recognized and given the opportunity to win the \$1,000 DCI Area Award or the \$5,000 Agency Secretary of the Year Award.

2. I would, therefore, appreciate your personal attention to encouraging all employees within your office to nominate deserving candidates. The deadline for nominations is 10 January, and the procedures and criteria are described in the attached Headquarters Notice.

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[redacted]

George V. Lauder

Attachment:  
As stated

cc: EXDIR  
NIC Admin  
OGC Admin  
OIG Admin  
OLL/PAO Admin  
COMPT Admin  
OIG/Audit Staff  
SRP  
HS  
PS  
EXSEC  
SEC STAFF

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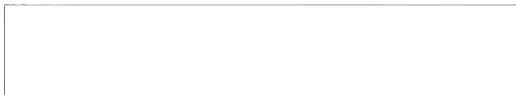
This Notice Expires 1 June 1986

ORGANIZATION

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18 November 1985

## SECRETARY OF THE YEAR AWARDS



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1. The second annual Secretary of the Year Awards will be presented by the Director of Central Intelligence (DCI) and the Deputy Director of Central Intelligence (DDCI) at a special ceremony to be held in the Headquarters Auditorium during National Secretaries Week, 21-25 April 1986. This awards program will provide \$5,000 and a certificate signed by the DCI to the CIA Secretary of the Year, and \$1,000 and a certificate signed by the DCI to each directorate Secretary of the Year and the DCI area Secretary of the Year.

2. Eligibility. Any full- or part-time staff employee who has completed her or his trial period and who performs secretarial duties is eligible for the Secretary of the Year Awards. This includes, but is not limited to, positions such as secretary, secretary/stenographer, secretary/typist, clerk/typist, or file clerk. Current members of the DCI Secretarial/Clerical Management Advisory Group (MAG) and the 1985 winners of the awards are not eligible for the awards in 1986.

3. Evaluation Criteria. Representatives from the DCI Secretarial/Clerical MAG will serve as the final selection board and the 1985 winners will be invited to participate in the selection of winners. The selections by the directorates and the DCI area of the five finalists will be judged on the nominating statements and the nominees' last two Performance Appraisal Reports. Final selections by the DCI Secretarial/Clerical MAG will be based on nominating statements, not on material in personnel files. The board will rank the statements based on specific examples of how the candidates excel in each of the following areas:

- a. Excellence and pride with which secretarial skills are applied to the job.
- b. Dedication and loyalty.
- c. Judgment and honesty.
- d. Initiative and creativity.
- e. Effective interpersonal and communication skills.
- f. Leadership and the ability to work independently.
- g. Effective performance under pressure.
- h. Good organizational capabilities.
- i. Flexibility.

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4. Nomination Procedures. Any Agency employee, including secretaries and support personnel, may nominate a candidate for the Secretary of the Year Award. The nominating statement should be in memorandum form, classified appropriately, and no longer than two pages, single spaced. The first paragraph of the nominating statement should contain the nominee's full name, current position, and the component to which she or he is assigned (see attachment). The supporting paragraphs should refer to the nominee as "Subject" and not by name. The statement should address the nominee's performance in terms of the evaluation criteria listed above and must include specific examples of how the nominee meets the criteria. Statements will be ranked numerically according to the criteria. The more directly and fully the criteria are discussed, the better the nominee's chance for the award. Nominations should be forwarded to:

DCI Secretarial/Clerical MAG

Executive Registry  
7E12 Headquarters Building

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5. Selection Procedures. Nominations must be received by 10 January 1986. The Chairperson, DCI Secretarial/Clerical MAG, will forward all nominations to the appropriate directorate or to the DCI area. Each directorate will evaluate its candidates and will forward the top five to the DCI Secretarial/Clerical MAG. The DCI Secretarial/Clerical MAG Chairperson will excise the first paragraph to remove the nominee's name and will assign numbers to each of the finalists. The representatives from the DCI Secretarial/Clerical MAG and the 1985 award winners then will evaluate and rank the 25 finalists. After the selections have been made, the names of the award recipients will be sent to the DCI and DDCI for approval. The recipients will be announced during the first week of April 1986. Any recipient assigned outside the Metropolitan Washington area will be brought to headquarters during National Secretaries Week to participate in the awards ceremony.

Harry E. Fitzwater  
Deputy Director  
for  
Administration

Attachment

DISTRIBUTION: ALL EMPLOYEES

N.B. "ALL EMPLOYEES" means that each Agency employee is to receive his or her own copy. If an employee observes this notice on the reading board or a bulletin board and has not received a copy, please contact Regulatory Policy Division

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Attachment to

(date)

MEMORANDUM FOR: DCI Secretarial/Clerical Management Advisory Group

FROM: (nominator's full name)  
(current position)  
(office of current assignment)

SUBJECT: Nomination for Secretary of the Year Award

1. I recommend that (full name of nominee), (current position), (component to which assigned - include office, division, and branch), be considered for the Secretary of the Year Award for 1986.

2. Subject XXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX.

3. XXXXXXXXXXXXXXXXXXXXXXX  
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4. XXXXXXXXXXXXXXXXXXXXXXX  
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5. XXXXXXXXXXXXXXXXXXXXXXX  
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6. XXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX.

(type nominator's name)

(Classify as Appropriate)